

Process for Developing and Approving Related Supplemental Instruction (RSI)

1. The sponsor, Labor and Industries (L&I) coordinator, and training provider develop apprenticeship standards and RSI plan for a new apprenticeship program/occupation.
2. The Standards and RSI documents must be submitted to L&I 45 days prior to the Quarterly Council meeting for review.
3. When available, L&I will provide copies of approved RSI comparable to the RSI being reviewed.
4. SBCTC convenes a trade committee, prior to the Quarterly Council meeting which reviews the RSI plan only. If there are already apprenticeship programs for this occupation, the committee will consist of:
 - State Board for Community and Technical Colleges (SBCTC) Program Administrator or designee
 - L&I Apprenticeship Program Manager or designee
 - Chair of the WA State Apprenticeship Coordinators Association (WSACA) or designee

and

- 2 apprenticeship program coordinators or representatives from programs, which have comparable occupations, if such programs exist (the 2 would be chosen by L&I and the Chair of WSACA). Apprenticeship program coordinators or representatives who have a vested interest and/or possibly intend to file objections against the apprenticeship program may not participate in the process.

or

- If there are no existing apprenticeship programs in this occupation, then the SBCTC Program Administrator or designee, L&I Apprenticeship Program Manager or designee, and Chair of WSACA or designee will invite 2 appropriate subject matter experts (if available).

The committee will make a recommendation to the SBCTC about the relevance of instruction. Specifically, the committee will only recommend approval of RSI in which:

- The RSI content is directly required in and applicable to the performance of the apprentice's work. Relevant does not mean academic course content taught by a solely academically qualified instructor except for courses approved by the committee or specified by state law. (WAC 296-05-003)
 - The proposed RSI is reasonably consistent with any RSI for apprenticeship already approved by the WSATC for the industry, craft or occupation in question.
5. SBCTC reviews and signs the plan, with its recommendation to the WSATC (WAC 296-05-317), and returns it to L&I for the Council's consideration. The SBCTC accepts that the signature of the program sponsor and training provider attests that the:
 - Curriculum for the outlined related training exists and will be provided to apprentices.
 - RSI will be conducted by instructors who meet the qualifications set forth in WAC 131-16-070 through -095.

If there are any questions regarding the validity of claims made by the program sponsor or training provider, concerns should be addressed to L&I who has compliance oversight for apprenticeship programs.

6. The Washington State Apprenticeship and Training Council (WSATC) votes on the new apprenticeship program at the quarterly meeting.

NOTES: 1. If at any point in the above process, an RSI is recommended for disapproval, the reasons for the recommended disapproval will be attached in writing.